

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)		Initial	Date
1.	D/LOGISTICS		
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Action	File	Notes and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DD/A REGISTRY
FILE: *[Signature]*

415-1

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

Room No.—Bldg.
EO/DDA 7D18 HQS
Room No.

5041-102

* GPO: 1963 O - 381-529 (11-77)

OPTIONAL FORM 41 (Rev. 5-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.6

Services
Administration

Washington, DC 20405

DD/A Registry

85-0398

January 28, 1985

Dear Colleague:

The current emphasis on more effective use of the Government's shrinking budget, dramatically increases the importance of interagency communication in providing quality goods and services in a timely and economical manner.

In October, 1984, the General Services Administration (GSA) hosted a "Partnership in Administration" conference in Leesburg, Virginia. The participants were both GSA officials and representatives from over 55 Federal agencies. The conference was designed to identify and better understand customer agency needs and concerns with GSA policies and procedures. We also set out to establish a continuing communications mechanism and build a foundation for an improved partnership in the future.

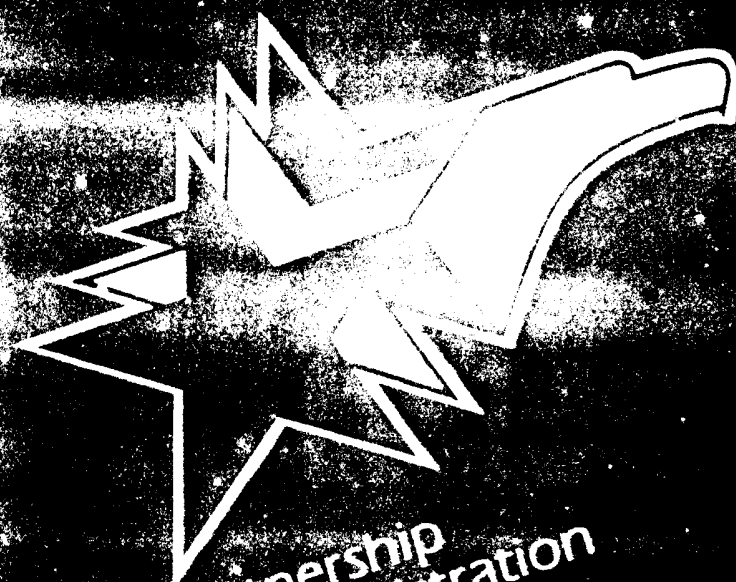
Enclosed for your information is a copy of the "Conference Proceedings." This booklet summarizes presentations by the major speakers, the jointly-conducted workshops by GSA and the customer agencies, and the specific commitments made by GSA to improve service delivery.

Sincerely,

A handwritten signature in cursive script, appearing to read "Tom Catlin".

TOM CATLIN
Director, Office of
Program Control

Enclosure



Partnership
in Administration

Conference Proceedings

October 10-12, 1984

Leesburg, Virginia

U.S. General Services Administration